

NOTICE

School Health and Related Services (SHARS) Quarterly Certification of Funds- Update

School Health and Related Services (SHARS) providers are required to certify costs on a quarterly basis for the previous federal fiscal quarter. TMHP Provider Enrollment mails quarterly Certification of Funds (COF) letters to SHARS providers, which must be signed, notarized, and returned to TMHP within 25 calendar days of the date printed on the letter.

The Health and Human Services Commission (HHSC) Rate Analysis Department is aware that Quarterly Certification of Funds letters were mailed to school districts at the beginning of April. HHSC understands that schools are not able to access these letters or respond, due to COVID-19.

In response to COVID-19 and associated school closures, TMHP is creating an electronic COF letter to be emailed to SHARS providers and signed electronically, in lieu of the current process. TMHP will have this new process in place for the next Quarter Two COF Notification letter, which is scheduled to be sent in May. The notary requirement for COF letters will be waived for this quarter and through the end of the 2019/2020 school year.

You can view the full provider notification on TMHP's [website](#).

If you have any additional questions, please contact the SHARS Rate Analysts at RA_SHARS@hhsc.state.tx.us.